

Job Aid:

Seller Administrator: Add Associated Organization

This Job Aid shows how to:

- Add an associated organization

Of Special Note:

Seller Administrators can add associated organizations in COMMBUYS. This is a useful feature for large seller's organizations with multiple business units and points of contact to operate separately while using the tax ID. The associated organizations act almost as a standalone COMMBUYS Vendor, however they must register using the link provided by the original Seller organization.

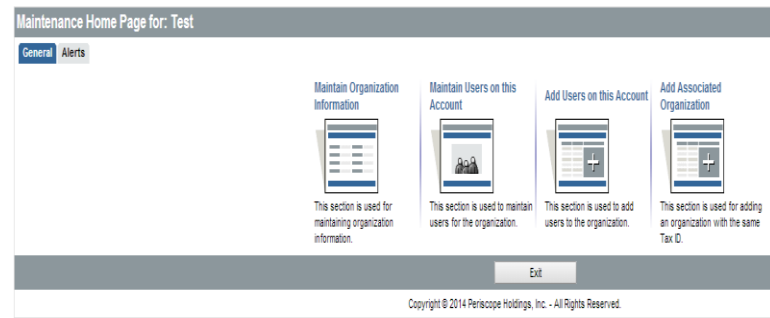
Screenshot



Directions

1. Launch the COMMBUYS website by entering the URL <https://www.commbuys.com/bsol/> into the Browser.

Login using your Login ID and password



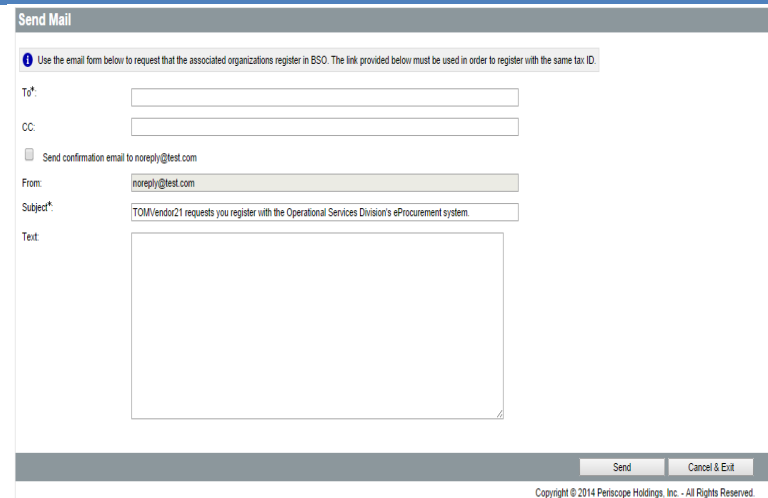
2. This image displays the home page of a Seller Administrator, as the screen will open on the **General** tab.

Click the **Add Associated Organization** icon.

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Send Mail

Use the email form below to request that the associated organizations register in BSO. The link provided below must be used in order to register with the same tax ID

To*

CC:

☐ Send confirmation email to noreply@test.com

From: noreply@test.com

Subject* TOMVendor21 requests you register with the Operational Services Division's eProcurement system

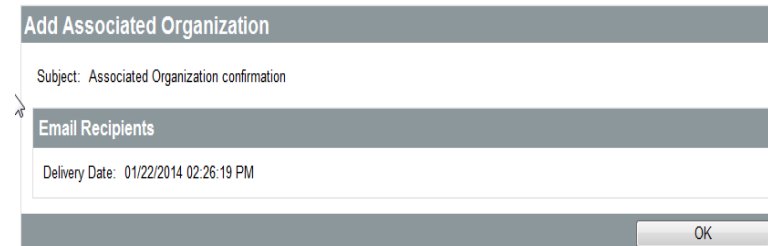
Text

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Directions

- Complete the required information (the To* field) and send to the associated seller so they can complete their registration.
 - No text is required, only this information could be helpful for the individual who will be registering an associate organization.

Click **Send**.



Add Associated Organization

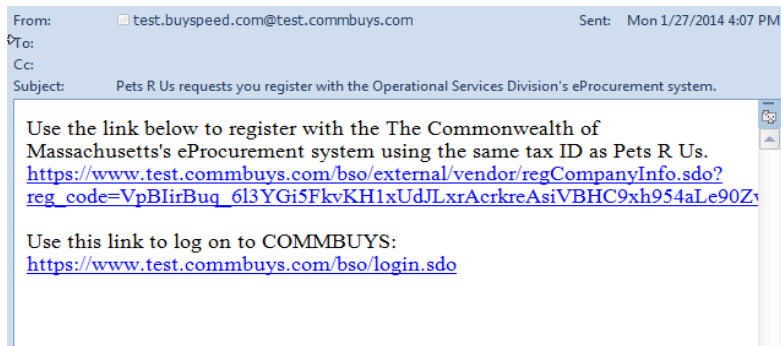
Subject: Associated Organization confirmation

Email Recipients

Delivery Date: 01/22/2014 02:26:19 PM

- A confirmation window displays that the email has sent to the recipient.

Click **OK**.



From: test.buyspeed.com@test.commbuys.com Sent: Mon 1/27/2014 4:07 PM

To:

Cc:

Subject: Pets R Us requests you register with the Operational Services Division's eProcurement system.

Use the link below to register with the The Commonwealth of Massachusetts's eProcurement system using the same tax ID as Pets R Us.
https://www.test.commbuys.com/bsa/external/vendor/regCompanyInfo.sdo?reg_code=VpBliirBuq_6l3YGi5FkvKH1xUdJLxrAcrkreAsiVBHC9xh954aLe90Z

Use this link to log on to COMMBUYS:
<https://www.test.commbuys.com/bsa/login.sdo>

- The user receives an email similar the email shown here that contains a link to continue the registration process. Click the link to continue the registration process.

For DBA vendors, the registration process follows the standard registration process, use the Vendor Registration Job Aid for further assistance